

Registering an Account - Google Chrome & Safari Browsers

How do I register to eFile my documents?

Everyone must register to eFile and eServe.



Firm Staff Account Registration - If you received an invite from a firm, click on the hyperlink in the email to start your registration process and go to the Firm Staff Registration Account on page 2.

Registering for a Self Representative Account

1. Go to <https://minnesota.tylerhost.net/ofswb>
2. Click **Register**.

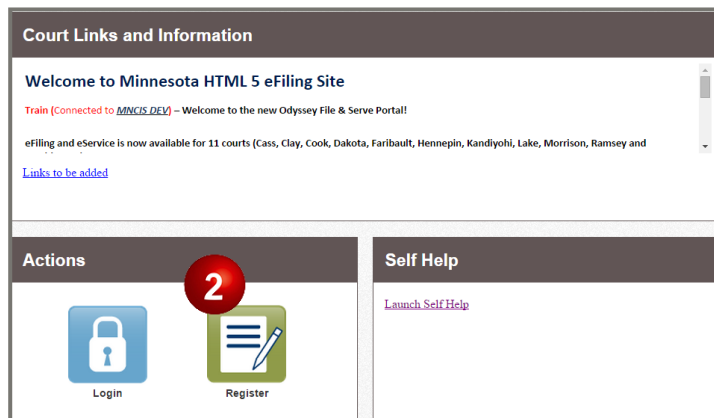
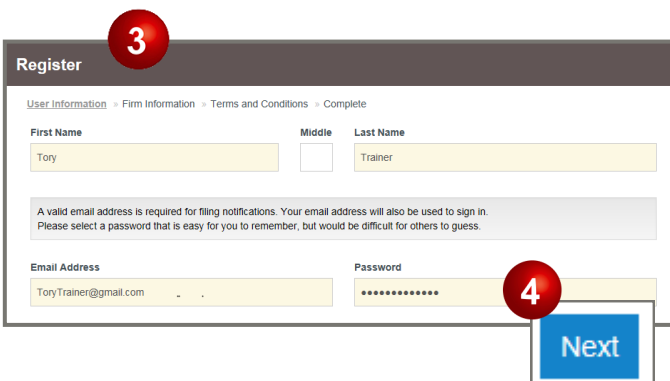
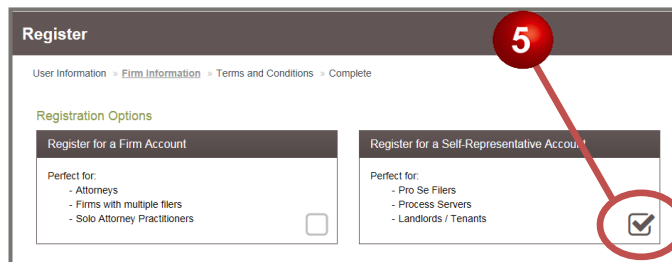


If you are an attorney, you must register a firm account so that you can enter your attorney bar number. This includes attorneys who are solo practitioners. See the QRG: Registering the Firm Account in eFile and eServe.

3. Enter the user information which includes:
 - **First and Last Name**
 - **Email Address and Password**
 - **Security Question and Answer**
4. Click **Next**.
5. The Registration Options opens. Check the box to Register for a **Self Representative Account**.



Self Representative Account - Continue with steps 6 thru 9 on page 2. Please make sure you also complete the activation of your account on page 2.



Firm Staff Account Registration -

Registering From Email Invite - If you received an invite to register with a firm, first you will first see the firm details before you enter in your information. Make sure this is the correct firm before registering. Next, follow the steps below.

6. Enter your contact information which includes:
 - Address
 - City and State
 - Zip Code and Phone Number
7. Click **Next**.
8. The eFS Terms and Conditions agreement opens. Read the agreement. Click **I Agree - Create My Account**.
9. The registration confirmation message displays. Review the Firm Name and Email Address on the page to make sure it is correct. Go to your email to activate the account.

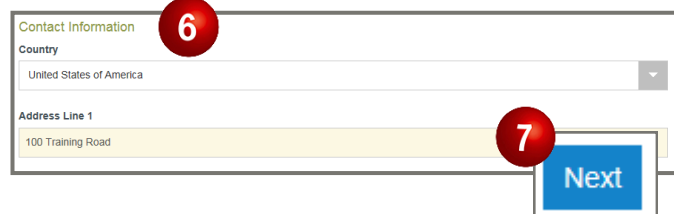


Before you can start using eFS, you must verify your email account through the account activation email. Make sure to check your junk or spam folder if you don't get the email.

How do I activate my eFS account?

1. Go to your email and **open** the email from **no-reply@tylerhost.net**.
2. Click the **Activate Account** link in the email you receive.
3. You will receive a message that your Odyssey File and Serve account has been activated.

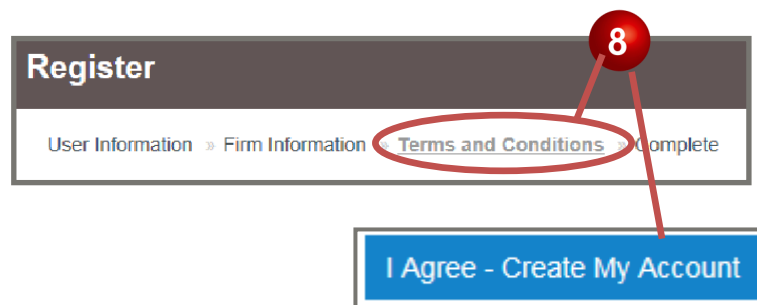
Registering an Account - Google Chrome & Safari Browsers



6

7

Next

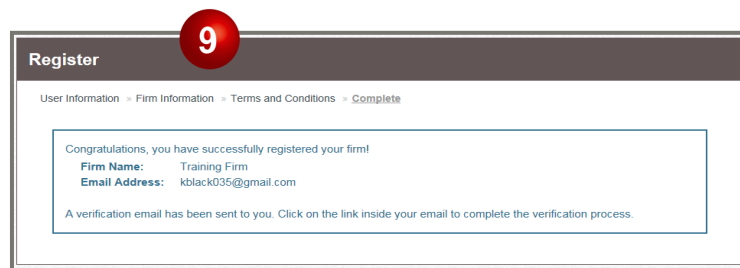


8

Register

User Information » Firm Information » **Terms and Conditions** » Complete

I Agree - Create My Account



9

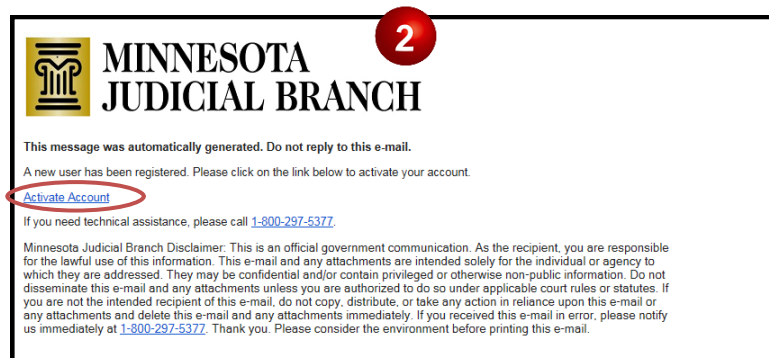
Register

User Information » Firm Information » Terms and Conditions » Complete

Congratulations, you have successfully registered your firm!

Firm Name: Training Firm
Email Address: kblack035@gmail.com

A verification email has been sent to you. Click on the link inside your email to complete the verification process.



2

MINNESOTA JUDICIAL BRANCH

This message was automatically generated. Do not reply to this e-mail.

A new user has been registered. Please click on the link below to activate your account.

Activate Account

If you need technical assistance, please call 1-800-297-5377.

Minnesota Judicial Branch Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments are intended solely for the individual or agency to which they are addressed. They may be confidential and/or contain privileged or otherwise non-public information. Do not disseminate this e-mail and any attachments unless you are authorized to do so under applicable court rules or statutes. If you are not the intended recipient of this e-mail, do not copy, distribute, or take any action in reliance upon this e-mail or any attachments and delete this e-mail and any attachments immediately. If you received this e-mail in error, please notify us immediately at 1-800-297-5377. Thank you. Please consider the environment before printing this e-mail.



3

tyler technologies

Empowering people who serve the public™

Your Odyssey File & Serve account has been activated.